

# Board of Adjustment Application

THE BOARD OF ADJUSTMENT APPLICATION IS THE FORMAL APPLICATION TO THE BOARD OF ADJUSTMENT. THE BOARD OF ADJUSTMENT HEARS REQUESTS FOR VARIANCES, SPECIAL USE PERMITS AND OTHER MODIFICATIONS TO THE ZONING ORDINANCE STANDARDS.

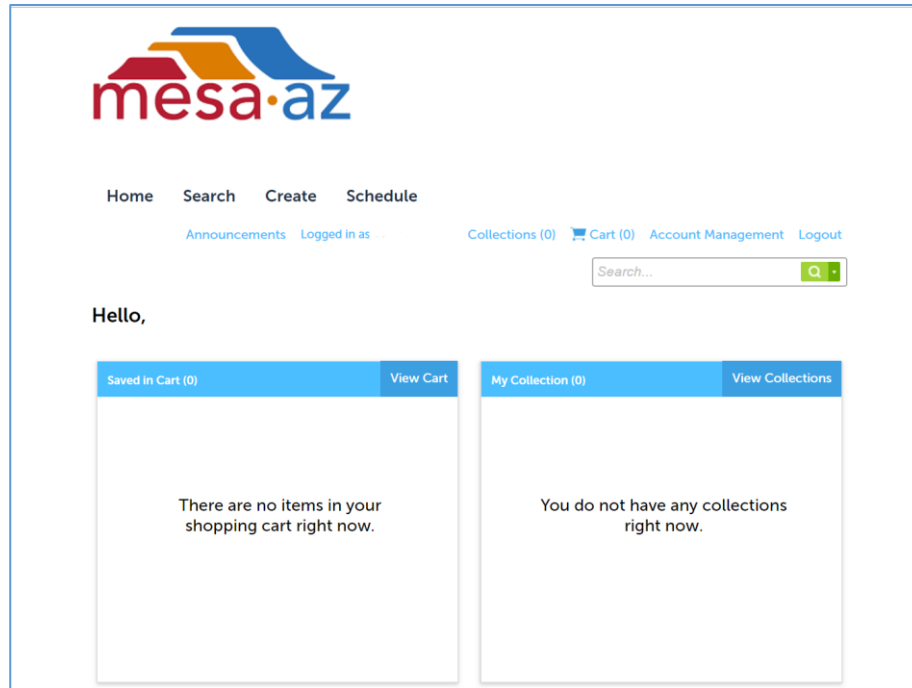
**A pre-application is required before you may submit a Board of Adjustment application. If you have not had a pre-application meeting, please refer to the *Pre-Application Guide* for more information on how to schedule a pre-application meeting.**

If you need to stop and resume the application later, please select “Save and resume later” at the bottom of the page. The application will show up under the *Work in Progress* box on your *Dashboard*. **Do not hit the back button without clicking “Save and resume later” first.**

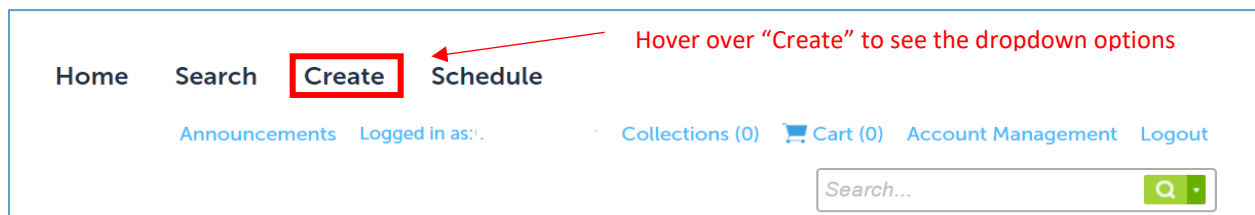
## 1. Creating the Application

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**STEP 1** – Navigate to <https://aca.accela.com/mesa>. From this main page, login to your account. If you do not have an account, please refer to the instructions for “Setting up an Account”. Once you have logged in you will be brought to the *Dashboard* page.



**STEP 2** – Select “Create” at the top.



**STEP 3** – Under the “Create” dropdown, select “Submit a Planning Application”.

**STEP 4** – Read the disclaimer and check the box “I have read and accepted the above terms” followed by selecting “Continue Application”.

**Online Planning Application Submittal**

Welcome to the City of Mesa's Online Planning System. Using this system you can submit your application, pay fees, schedule pre-application meeting, track the status of your application, and print your final case decision all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**

While the City of Mesa attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

☐ I have read and accepted the above terms.

**Continue Application »**

*Annotations: A red box highlights the checkbox and its text. A red arrow points from the text "Check this box" to the checkbox. Another red box highlights the "Continue Application »" button. A red arrow points from the text "Then select 'Continue Application'" to the button.*

**STEP 5** – You will be prompted to choose a Planning Application type. There is a list of the Planning Application types and what each request includes. For this guide, please select “Board of Adjustment” at the bottom of the page followed by “Continue Application”

- ☐ Administrative Review
- ☐ Annexation
- ☒ Board of Adjustment
- ☐ Design Review
- ☐ General Plan Amendment – Major
- ☐ Planning and Zoning
- ☐ Pre-Application
- ☐ Pre-Submittal
- ☐ Subdivision

**Continue Application »**

*Annotations: A red arrow points from the text "Board of Adjustment" to the selected radio button. A red box highlights the "Continue Application »" button.*

## 2. Location & People

**STEP 6** – Input address *or* parcel number. You are not required to fill out both. Once you have entered an address or parcel number, the remaining fields will populate.

Search...

Q

Planning and Zoning

1 Location & People

2 Application Information

3 Attachments

4 Review

5 Pay Fees

6

Step 1: Location & People > Location

Show Map

Address

\* indicates a required field.

You may enter full or partial Address information and click on the **Search** button to find the address in our system. Once a match is found it will automatically populate the Parcel and Owner information.

\* Street No.:

55

Direction:

N

\* Street Name:

Center

Street Type:

ST

Unit Type:

--Select--

Unit No.:

City:

Mesa

State:

AZ

Zip:

85211

Search

Clear

Parcel

\* Parcel Number:

12345678A

Search

Clear

OR

4

indicates a required field.

### Address

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You may enter full or partial Address information and click on the **Search** button to find the address in our system. Once a match is found it will automatically populate the Parcel and Owner information.

\* Street No.:  Direction:  \* Street Name:  Street Type:

Unit Type:  Unit No.:


City:  State:  Zip:

**Search** **Clear**

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### Parcel

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\* Parcel Number:  

**Search** **Clear**

**STEP 7** – Once you have completed the “Address” or “Parcel” fields, select “Search”. A box labeled *Address Search Result List* will open prompting you to select the correct address.

\*If you find that the *Address Search Result List* comes up with no results, try leaving the “City”, “State” and “Zip” fields empty or use the parcel number.

City:  State:  Zip:

### Address Search Result List

Addresses

Showing 1-3 of 3

	Address	City	State	Zip
<input type="radio"/>	55 N CENTER ST 29 MESA, AZ 85201	MESA	AZ	85201
<input type="radio"/>	55 N CENTER ST MESA, AZ 85201	MESA	AZ	85201
<input type="radio"/>	55 N CENTER ST MESA, AZ 85201	MESA	AZ	85201

**Select** **Cancel**

### Custom Lists

**STEP 8** – Select the address that fits closest to the address to your property. You may see the same address listed more than once, simply select one of the addresses as the results will be the same. Once you have

selected an address, the *Address Search Result List* box will update with *Associated Parcels* and *Associated Owners*. Verify the new fields are correct and click “Select”.

\*You may notice that the property owner has not been updated. If that is the case, do not worry, you will have the option to add the correct property owner in the next step.

**Address Search Result List**

**Addresses**

Showing 1-3 of 3

Address	City	State	Zip
<input type="radio"/> 55 N CENTER ST 29 MESA, AZ 85201	MESA	AZ	85201
<input checked="" type="radio"/> 55 N CENTER ST MESA, AZ 85201	MESA	AZ	85201
<input type="radio"/> 55 N CENTER ST MESA, AZ 85201	MESA	AZ	85201

**Associated Parcels**

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 13837005	4	1019	MESA

**Associated Owners**

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> MESA CITY OF	20 E MAIN ST STE 650 PO BOX 1466 MESA AZ 85211

**Select** **Cancel**

No records found.

Information will populate based on address information

**STEP 9** – Once you have confirmed the selected address, parcel, and owners, all the fields will automatically fill in. Once all required fields have been filled out, select “Continue Application”.

\* If you have additional parcels, you may add them under the *Additional Parcel Numbers* section of this page.

You may enter full or partial Address information and click on the **Search** button to find the address in our system. Once a match is found it will automatically populate the Parcel and Owner information.

\*Street No.:  Direction:  \*Street Name:  Street Type:

Unit Type:  Unit No.:

City:  State:  Zip:

**Search** **Clear**

---

**Parcel**

\*Parcel Number:

**Search** **Clear**

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**Custom Lists**

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**ADDITIONAL PARCEL NUMBERS**

Showing 0-0 of 0

Parcel Number
No records found.

**Add a Row** **Edit Selected** **Delete Selected**

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**Owner**

Owner Name:

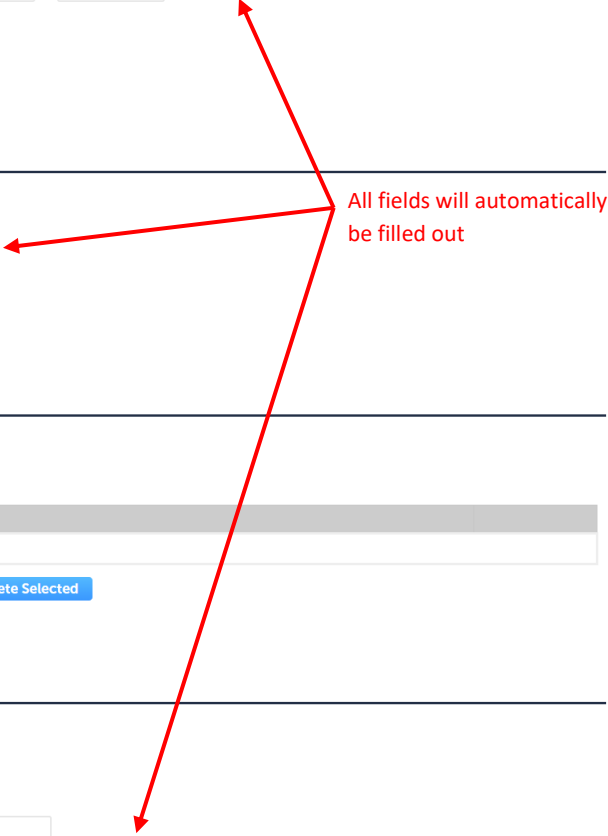
Address Line 1:

Address Line 2:

City:  State:  Zip:

**Search** **Clear**

**Continue Application »** **Save and resume later**



All fields will automatically be filled out

**STEP 10** – On the *Contact List* page, click “Select from Account”.

Required Contact Type	Minimum
Applicant	1
Property Owner	1

[Select from Account](#)
[Add New](#)
[Look Up](#)

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

[Continue Application »](#)
[Save and resume later](#)

**STEP 11** – A box labeled *Select Contact from Account* will open. Select “Associated Contact” and select “Continue”.

### Select Contact from Account

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	[REDACTED]
<input type="radio"/> Associated Owner		MESA CITY OF

[Continue](#)
[Discard Changes](#)

**STEP 12** – Under the “Type” dropdown, select “Applicant” and check the mailing address and select “Continue”.

### Select Contact from Account

\*Type: Applicant

Select contact addresses for this contact to attach to the record.

Showing 1-1 of 1

Address Type	Recipient	Address
<input checked="" type="checkbox"/> Mailing		

[Continue](#)
[Discard Changes](#)

**STEP 13** – For *Property Owner*, please select “Add New”.



Required Contact Type Minimum

✓ Applicant 1

⚠ Property Owner 1

Select from Account **Add New** Look Up

✓ Contact added successfully.

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
		Applicant				Edit Delete

\*You may repeat the following steps to include additional contacts.

**STEP 14** – Select “Property Owner” under the *Type* dropdown and select “Continue”.

Select Contact Type

\*Type: Property Owner

**Continue** Discard Changes

**STEP 15** – Fill the required fields under *Contact Information* and select “Continue”.

**STEP 16** – Once you have a green check mark next to *Applicant* and *Property Owner*, select “Continue Application”.

Required Contact Type Minimum

✓ Applicant 1

✓ Property Owner 1

Select from Account Add New Look Up

✓ Contact added successfully.

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
		Applicant				Edit Delete
MESA CITY OF	MESA CITY OF	Property Owner				Edit Delete

**Continue Application »** Save and resume later

Confirm the green checkmarks before continuing

### 3. Application Information

**STEP 17** – Fill the *Project Name* and *Description of Work* fields. The *Description of Work* does not need to be extensive, 1-2 sentences will suffice.

#### Detail Information


Please provide the Project Name and a detailed description of the proposed project below.

\* Project Name:

Sample Project

\* Description of Work:

This is a short description of what you are proposing to do.



**STEP 18** – Select a *Request Type*. You have the option to select multiple *Request Types*.

#### REQUEST TYPES

Variance: ☐ ?

Special Use Permit: ☒ ?

Substantial Conformance Improvement Permit: ☐

Development Incentive Permit: ☐

Modification of Planned Area Development: ☐ ?

Interpretation: ☐ ?

Administrative Use Permits: ☐ ?

If you are unsure what *Request Type* to select, please refer back to your Pre-Application meeting. If you have additional questions, please call the Planning Office at (480)644-4273.

**STEP 19** – Select an *Application Type* under the dropdown and enter your Pre-Application in the *Pre-App Record* field. If you have not had a pre-application meeting, please refer to the *Pre-Application Guide* for more information on how to schedule a pre-application meeting.

\* Application Type: 

Commercial/Industrial ▼

\* Pre-App Record: 

PRA18-00000

**STEP 19** – Please fill out any fields under *Site Data* and *Parking Summary* that may apply to your request. You are only required to fill out the fields with a red asterisk however, the more information you can provide, the better.

**STEP 20** – Select “Continue Application”.

## 4. Attachments

**STEP 21** – Select “Add”. Please refer to the Document Submittal Requirements link for information on how to format submitted documents.

### Attachment

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[Document Submittal Requirements](#) - Please read before submitting plans.

The maximum file size allowed is 160 MB.  
The following file types are NOT allowed: html;htm;mht;mhtml .  
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to application acceptance and/or approval.

Citizen Participation Plan, Project Narrative

Name	Type	Size	Description	Document Status	Status Date	Upload Date	Action
No records found.							

Select from Account

Add

Continue Application »

Save and resume later

**STEP 22** – Select “Add” under the *File Upload* window.

### File Upload

The maximum file size allowed is 160 MB.  
The following file types are NOT allowed: html;htm;mht;mhtml .

Continue

Add

Remove All

Cancel

**STEP 23** – Select documents you would like to upload from your computer. Wait for all documents uploaded to show 100% then select “Continue”.

**File Upload**

The maximum file size allowed is 160 MB.  
The following file types are NOT allowed: html;htm;mht;mhtml .

Sample Project Narrative.pdf	100%
Sample Citizen Participation Plan.pdf	100%

Confirm 100%

**Continue** Add Remove All Cancel

**STEP 24** – For each document, select a document “Type” in the dropdown and fill in the “Description” field.

**\* Type:**  
Project Narrative

**File:**  
Sample Project Narrative.pdf  
100%

**\* Description:**  
Project Narrative

**Also Attach To**  
--Select--

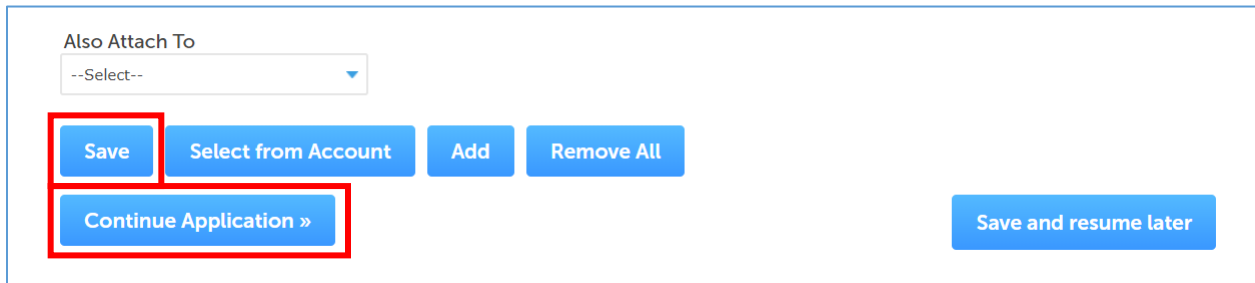
\*Please submit all pages associated with a *Required Document Type* as one PDF

\*\*The application will not be completed until there is a document associated with the *Required Document Types* below:

- Project Narrative
- Site Plan
- Elevations
- Landscape Plan
- Floor Plans
- Building Elevations

- Vicinity Map, including dimensions
- Citizen Participation Plan
- Property Owner/Manager, HOA, or Landlord Agreement
- Justification and Compatibility Statement
- Preliminary Grading, Drainage and Utility Plan (Variances, SUP, SCIP and DIP)
- Photo Simulation (Wireless Communication Facility)
- Before Signal Coverage Map (Wireless Communication Facility)
- After Signal Coverage Map (Wireless Communication Facility)
- Declaration of Gap/Capacity (Wireless Communication Facility)
- Sign Inventory (SUP)
- Sign Plan (SUP)
- Site Photos
- Please review our [Board of Adjustment Process Overview](#) for additional information

**STEP 25** – Once all required documents have been uploaded, select “Save” then “Continue Application”.



The screenshot shows a web interface for document management. At the top, there is a dropdown menu labeled 'Also Attach To' with a placeholder '--Select--'. Below this menu are four buttons: 'Save', 'Select from Account', 'Add', and 'Remove All'. The 'Save' button is highlighted with a red border. Below the 'Save' button is another button labeled 'Continue Application »', which is also highlighted with a red border. To the right of these buttons is a button labeled 'Save and resume later'.

## 5. Review

**STEP 26** – Confirm all the information provided is correct and select “Continue Application”.

## 6. Pay Fees

**STEP 27** – Confirm associated fees are correct and select “Check Out”.

**STEP 28** – Select “Checkout” to pay immediately or select “Continue Shopping” to be brought to the *Home* page.